








<div>Public Affairs & Strategic Communications Alaska Region</div>		<div><div></div><div>Director</div><div>Jacqueline Aguigui Chandler, Director Phone: (907) 586-8803 Cell: (907) 209-6874 Email: jacqueline.chandler@usda.gov</div></div>		<ul style="list-style-type: none">• Leading a diverse team of creative, innovative, and forward thinking communication experts who collaborate to produce exemplary results.• Achieving a coherent Regional strategic approach, by building and sustaining a regional brand.• Anticipating major issues in advance, and where possible, successfully resolves situations (using strategy and proactive communication) before they become issues.• Coordinating aligned, mutually supporting communication by Regional Leadership Team and employees across the Region.• Building trust and facilitating joint communication of successes.• Making creative use of new communications techniques to reach diverse communities.• Directing the significant increase in support for and understanding of Forest Service mission and programs.	
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<ul style="list-style-type: none">• Support the PAO team in order to accomplish critical, strategic communication outcomes.• Manage and monitor the update and use of critical communication management tools, to include project management matrix, content calendar and stakeholder inquiry logs.• Advise staff on appropriate and accurate application of standard operating procedures for personnel files, correspondence database, purchasing, travel, property management, and records keeping.• Provide additional administrative support to Tribal, Civil Rights and Safety.	<ul style="list-style-type: none">• Advise on all legislative matters and provide support on intergovernmental-related topics.• Respond to congressional inquiries in a timely manner and analyze topic trends.• Strategize on FS program, project and policy issues and recommend appropriate legislative and congressional communication plans.• Develop strategy for outreach to congressional and other elected officials.• Analyze and track legislation, providing updates and analysis.• Develop briefing materials for annual budget hearings and other key congressional-related topics.	<ul style="list-style-type: none">• Advise on all potential media interest and impacts.• Respond to media inquiries and analyze topic trends.• Strategize on FS program, project and policy issues and recommend appropriate communication efforts.• Develop strategy for special projects, special events, VIP visits and tours.• Provide communication support in the form of interview staffing, writing, editing, development of key messages, social media (twitter) and web content, presentations, publication design, and legislative affairs.	<ul style="list-style-type: none">• Empower FS Employees through internal communication strategies and programs.• Promote FS program and employee accomplishments using variety of communication platforms.• Educate internal audiences on FS projects; new and status updates.• Support senior leadership communication requirements.• Provide communication support in the form of writing, editing, proofreading, publication layout and design, event planning, photography, and videography.	<ul style="list-style-type: none">• Promote an online presence for the FS; internal and external.• Analyze web, portal, SharePoint and document management usage.• Ensure availability of accessible online, digital content, support and training.• Design FS websites, SharePoint, portals, and other digital communication platforms.• Provide communication support in the form of video editing, web cam usage, digital content development and online metrics and measurement.	<ul style="list-style-type: none">• Advise on all printing and publication requirements, including contracting and budgets.• Design publication layouts, for large and small brochures, annual reports, fliers, fact sheets, and trifolds.• Ensure availability of accessible online, digital content, support and training.• Strategize on projects requiring visual information support and recommend appropriate product or platform.• Provide communication support in the form of media analysis, web development and content, writing, and editing.